

The Anglican Church Newcastle
**NVEST Safe Ministry Training
 Workshop Registration Form**



Anglican Church Newcastle NVEST Workshop Details

Which Type of Course Should you Attend? (See Important Information Page 2)

Workshop Venue _____

Date of Workshop _____ Full Day Refresher

Registration Fee per Person Payable on the Day by cash or cheque - (Cheques to be made payable to 'Diocese of Newcastle') - Tick the box applicable to you

\$30 Full Day Course \$25 Half Day Refresher

Your Name and Parish / Entity / Organisation Details

Title _____ First Name _____ Surname _____

Denomination _____

Parish/Entity/Organisation _____ Position _____

Your Personal Contact Details

Address _____

Postcode _____

Email Address _____

Home Phone _____ Mobile _____

Permission to Retain Information (Registration cannot be accepted without signature)

I _____ (Full Name Printed)
 give permission for the Anglican Diocese of Newcastle to retain the information on this Form and my Safe Ministry Training record in accordance with our Privacy Policy (See Privacy Policy on Following Page).

Signature _____ Date _____

Return completed and signed Registration Form (Do not include payment)

Email: safeministry@newcastleanglican.org.au **Mail:** The Anglican Diocese of Newcastle, PO Box 817, Newcastle NSW 2300

Enquiries: Via email (above) or telephone the Anglican Diocesan Office on 4926 3733

Office Use: REGISTRATION COMPLETED

DETAILS OF PREVIOUS SMT

CONFIRMED
 ATTENDED

IMPORTANT INFORMATION

Safe Ministry Training is required to be completed every three years with one of these options.

Which Course Should you Attend?

- The Refresher Course is designed for those who have completed SCTA Approved Safe Ministry Training within the preceding three years (conducted by the Anglican Diocese of Newcastle or conducted by one of our approved Training Partners).
- The Full Day Training Course - Is for all other people.

Who is required to do Safe Ministry Training in the Anglican Diocese of Newcastle?

- Anyone who holds the Bishop's licence;
- Anyone leading a Church activity;
- Anyone who has involvement with children, youth or vulnerable people;
- All SRE Teachers.

Who is strongly encouraged to do Safe Ministry Training?

- Anyone on Parish Council;
- Anyone in a decision making role;
- Op-Shop workers/volunteers;
- Regular volunteers.

Details about your Safe Ministry Training Workshop:

- It is important to arrive on time.
- You are required to sign in and have your payment processed commencing 8.40 am. Your registration should be completed by commencement of training time.
- Training commences at 9 am sharp and concludes at 12 pm (Refresher) or 4 pm (Full Day).
- A Registration Fee of \$25 per person (Refresher) or \$30 per person (Full Day) is to be paid on the day. You will pay this during sign-in.
- Payment (on the day) is to be via cash or cheque – (Cheques to be made payable to "The Anglican Diocese of Newcastle").
- A pre-printed receipt will be issued on the day.
- A Certificate of Attendance will be issued to those who complete the entirety of the Workshop.
- A Safe Ministry Training Manual will be provided to you to keep.
- Morning Tea and Refreshments will be provided.
- You are asked to bring your own pen and notepad.
- Full Day Workshops – Please bring your own Lunch.
- Refresher Workshops – No Lunch required or provided as the Workshop concludes at Midday.

Further Information is Available Regarding Safe Ministry Training:

Email: safeministry@newcastleanglican.org.au

Telephone the Diocesan Office: (02) 4926 3733

Anglican Church Newcastle Website: newcastleanglican.org.au

Accredited Inter-Denominational SCTA Workshops are accepted (Partnership with the Anglican Church Newcastle.) Check with the Diocesan Office prior to registering. Website: ncca.org.au / Our Works / Safe Church Program

THE ANGLICAN CHURCH NEWCASTLE PRIVACY POLICY

This collection notice applies to personal information collected by the Diocesan Office of the Anglican Diocese of Newcastle ("**Diocesan Office, we, us, our**"). We are collecting your personal information for the purposes of performing our functions, which include providing administrative support to the Bishop of Newcastle, his Ministry Team and the ministries of the parishes and organisations of the Anglican Diocese of Newcastle. If you do not provide us with this information, we may not be able to assist you.

In the course of performing our functions, we may share personal information within the Anglican Diocese of Newcastle, its agencies, organisations, parishes and chaplaincies. We may also disclose personal information to third parties, such as our third party service providers or other Anglican Dioceses and their agencies, parishes and chaplaincies, or to comply with laws. We will not disclose your personal information to overseas recipients.

All personal information which we collect is held pursuant to the Privacy Policy of the Anglican Diocese of Newcastle, which contains further information about how your personal information is collected and managed, other entities your information may be disclosed to and your rights to access and seek correction of your personal information. The Privacy Policy is available at <http://newcastleanglican.org.au/privacy-statement>. If you would like to contact the Anglican Diocese of Newcastle about the Privacy Policy, please contact the Privacy Officer by writing to the Diocesan Business Manager, Diocese of Newcastle, P O Box 817, Newcastle NSW 2300.